

REQUEST FOR QUALIFICATIONS (RFQ) #07-003
Workforce Investment Subject Matter Expertise

I. Introduction

The Pacific Gateway Workforce Investment Network is soliciting proposals to procure qualified consultants in workforce investment subject matter areas.

The Network will select qualified vendors who demonstrate the experience and expertise in various areas of workforce investment activities. Interested and qualified entities in the workforce areas described below are invited to submit a proposal in accordance with the instruction indicated in this RFQ.

Proposals will be scored on the following criteria:

Technical Knowledge.....	25 Points
Availability and Flexibility in Scheduling.....	25 Points
Cost.....	25 Points
Proposer has Proven Performance Capability.....	25 Points

II. Background

The City of Long Beach serves as the administrative entity for the Network's federal, state and local workforce development grant programs which offer a wide array of programs and services for job seekers and businesses at no cost through the Career Transition Center (CTC), Youth Opportunity Center (YOC), Center for Working Families (CWF), Harbor WorkSource Center (HWC), community based organizations, and other one-stop partners.

The Workforce Investment Network is committed to responsive strategies that address the current and future needs of the industries that drive our economy, while ensuring a skilled and educated workforce.

Workforce development services for youth (14-24) and adults (18 +) include a full range of employment, reemployment, training, educational services, skills remediation, internships, non-traditional work and training opportunities, support services, and peer mentoring services. Job seekers are those individuals who are looking to enter the labor market for the first time, upgrade their skills, re-enter the labor market after an extended period of unemployment, and/or are interested in making a career shift.

Services to businesses are provided at no cost and include customized and targeted industry training initiatives, recruiting and prescreening of job candidates, incumbent worker training,



layoff aversion (downsizing assistance), and linkages to state and federal hiring tax credits.

III. Scope of Work

The Pacific Gateway Workforce Investment Network is seeking qualified individuals to work closely with its staff and Workforce Investment Board Members to provide technical, administrative, and developmental support for workforce initiatives. The selected individual(s) will assist in the development and execution of industry-identified strategies to complement workforce initiatives by providing consulting expertise, skills, services and support products.

IV. Submission Requirements

Proposals must respond to the following:

1. Background
 - a. Provide an overview of consultant's background and expertise in workforce development activities listed below. Select one or more area(s) as applicable. For each topic selected, respond with no more than a two (2) page narrative.
 1. Youth Workforce Development Strategies and Work Experience.

Workforce Development Sectoral Initiatives which incorporate public sector, education and business partnerships in one of the following areas.
 2. Healthcare
 3. Construction and Other Trades
 4. Logistics (Goods Movement)
 5. Energy/Utilities
 6. Transportation
 7. Services/Hospitality
 8. Program Oversight/Quality Assurance
 9. One-Stop Systems Change/Resource Integration
 10. Organizational Development/Continuous Improvement
 - b. Provide a fee schedule outlining cost associated with this effort including all costs built into your charge per hour.
 - c. Include a one-page description of your availability to provide the requested services.
2. Completed proposals must include the following in the specified order listed.
 - a. RFQ Cover Page (Exhibit "A")
 - b. Narrative Responses (no more than 2 pages per each selected subject area in item #1 above, as applicable).
 - c. Insurance Coverage (Refer to Exhibit "B").
3. Presentation
 - a. Use size 12 font with one-inch margins.
 - b. Use 8 ½ " X 11" white paper.
 - c. Bound by one staple in the upper left hand corners (no covers or binding).
 - d. Provide four (4) copies, of which one must bear an original signature.

V. General RFQ Information

1. Payments for the services described in this RFQ will be paid on an agreed upon Fee for Service Schedule.

2. The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposals and subsequent negotiations, become legally binding after both parties have signed them.
3. The City of Long Beach has the right to reject any proposals that do not conform to solicitation goals and objectives, and may request redesign after submission. The City reserves the right to disqualify any submission that contains inaccurate information.
4. All submissions become the property of the City.
5. If no more than one submissions is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition, and either recompetes the procurement, or enter into a sole source agreement with the sole respondent.
6. The City reserves the right to select more than one party to provide services.
7. Questions regarding elements of the RFQ will be accepted in written format only. All questions should be either mailed/hand-delivered to RFQ #07-003, Review Team, Workforce Development Bureau, 3447 Atlantic Avenue, Long Beach, CA 90807; faxed to (562) 570-3657, or emailed to sally_ghan@longbeach.gov.
8. The deadline for receipt of proposals is **December 10, 2007, 4:00 p.m.**
9. No late submissions, either mailed or hand-delivered will be accepted.
10. Service agreements will be based upon several factors, including but not limited to cost, compatibility of proposed serves to stated needs, and qualifications to provide such services.
11. Proposers must be Affirmative Action/Equal Employment Opportunity Employers. Service providers will be required to meet EEO requirements, as applicable.
12. Circumstances under which an appeal of the City's contract recommendations are limited only to the City violating a provision(s) of the RFQ stated process.
13. The City reserves the right at its discretion to extend any resulting financial and non-financial agreements for an additional two years (with actual funding amounts based on performance and availability of state and federal funds) and continued project needs.
14. File required insurance documentations as provided in Exhibit "B."

EXHIBIT "A"

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
REQUEST FOR QUALIFICATIONS
RFQ #07-003**

RFQ COVER SHEET ATTACHMENT

Legal Name of Organization: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Federal Tax ID #: _____

Legal Status of Organization (Please Check One):

- | | |
|---|---|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Private-for-Profit Corporation | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Other: _____ |

If Corporation, indicate year and State organization was incorporated: _____

Does the Organization have a Board of Directors or Business Advisory Group?

☐ Yes ☐ No

If yes, often do they meet and what is their role:

Acknowledgement:

In compliance with the request for qualification, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions and requirements of the proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Title

Date

Signature of Authorized Representative

Date

EXHIBIT B

CERTIFICATE OF INSURANCE REQUIREMENTS

To issue a purchase order to provide services, the City of Long Beach requires you to meet the following insurance obligation. If you have already sent in your certificate of insurance or if you already have a purchase order with the City, please verify that your insurance is current.

1. **Certificate of Insurance.** A certificate of insurance, showing the City of Long Beach as the certificate holder at the address provided below, must be filed with the City before the purchase order is issued. The certificate must evidence the following insurance placed with an insurer admitted to write insurance in California or an authorized non-admitted insurer having a rating of or equivalent to A:VII by A.M. Best Company.
 - a. **Commercial general liability** (equivalent in coverage to ISO form CG 00 01 11 85 or 88), including cross-liability protection and broad form contractual liability, in an amount not less than \$1,000,000 combined single limit, the general aggregate limit must be in an amount not less than \$2,000,000. The “**City of Long Beach, its officials, employees and agents**” must be named as additional insureds and such coverage must not be limited to vicarious liability or supervisory role of the additional insureds.
 - b. **Automotive liability** (equivalent in coverage to ISO form CA 00 01 06 92) in an amount of not less than \$500,000 combined single limit per accident for bodily injury and property damage cover Auto Symbol 1 (Any Auto).
 - c. **Professional liability or errors and omissions** in an amount not less than \$1,000,000 per occurrence if you are providing accounting, actuarial, architectural, auditing, brokerage, computer programming, consulting, counseling, daycare, engineering, environmental, landscape architectural, legal, medical, nursing, pastoral, survey, real estate, soils engineering, or other professional services.
 - d. **Workers’ compensation and employer’s liability** in an amount not less than \$1,000,000 per accident if workers’ compensation coverage is required by California Labor Code.
2. **Endorsements.** All applicable original endorsements must also be filed with the City of Long Beach before a purchase order is issued, including but not limited to:
 - a. An additional insured endorsement (equivalent to ISO form CG 20 10 11 85 or CG 20 26 11 85) **naming “The City of Long Beach, its officials, employees, agents” as additional insureds under the general liability policy.** **Failure to comply with this requirement will prevent the issuance of a purchase order.**
 - b. An endorsement to each policy stating that such policy shall not be cancelled by either party or reduced in coverage except after thirty (30) days prior written notice to the City and that the policy shall apply on a

primary non-contributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to City or any employee or agent of the City.

3. **Special Risks.** Additional insurance requirements may be imposed on certain risks:
- a. Construction contracts;
 - b. Medical, daycare, excavation, drilling, trenching or shoring services, or services involving explosives or pyrotechnics;
 - c. Environmental consulting, engineering, or related services or operations, including brownfields redevelopment;
 - d. Products or services involving firearms, tobacco, alcohol, or controlled substances;
 - e. Marine-related products and services;
 - f. Custom manufactured products;
 - g. Aircraft-related products and services;
 - h. Any unusual or high-risk activities, operations or products.

Waivers and modifications to the City's insurance requirements are handled on a case-by-case basis. Please communicate this with your insurance agent, as appropriate.